

## AHS Board and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of June 2019

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-19	P-Card	Meetings			164	182	346			
Jun-19	Expense Claim	Meetings		95		294	389			
Jun-19	Direct Billing	Meetings	887				887			
<b>Total</b>			\$ 887	\$ 95	\$ 164	\$ 476	\$ 1,622	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,622

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 139  
 Non economy air travel in the month \$ -

### 1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

### 2) Professional Development

Includes conference, seminar and course registration fees and material

### 3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

### 4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

## AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 345.70									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
5/27/2019	Parking at 10025 Jasper Avenue, Edmonton for the HIEC Meeting May 27 2019	AB - Other Zones	Parking - Lot or Parkade	\$ 35.00				1				
6/10/2019	Transportation to YYC airport for WestJet 662 & 368 - for The Ottawa Hospital Epic Go Live June 11 2019	AB - Local	Taxi	\$ 49.60	Home	YYC Airport		1				
6/10/2019	Transportation from YOW Airport to Accommodation for The Ottawa Hospital Epic Go Live June 11 2019	ON	Taxi	\$ 34.14	YOW Airport	Hampton by Hilton Hotel, Ottawa		1				
6/11/2019	Transportation to The Ottawa Hospital for the EPIC Go Live June 11 2019	ON	Taxi	\$ 16.11	Hampton by Hilton Hotel, Ottawa	The Ottawa Hospital		1				
6/11/2019	Accommodation at Hampton by Hilton, Ottawa, for The Ottawa Hospital for the Epic Go Live Jun 11 2019	ON	Accommodations	\$ 163.35				1				
6/11/2019	Transportation from YYC WestJet 613 for The Ottawa Hospital Epic Go Live June 11 2019	AB - Local	Taxi	\$ 47.50	YYC Airport	Home		1				
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
RHODES, DEBORAH		Approve		27-Jun-19								

**RECEIPT**  
Impark Lot 02-256

License Plate Number



Expiration Date/Time

**06:00 PM**  
**MAY 27, 2019**

Purchase Date/Time: 08:37am May 27, 2019

Total Parking: \$33.33

Total GST: \$1.67

Total Due: \$35.00

Total Paid: \$35.00

Ticket

S/N #:

Setting: Lot 256

Mach Name: Meter 1

Rate: \$35- All Day  
Pmt Type: CC (Swipe)

MasterCard

Auth #:

get #887316638RT0006  
NO IN AND OUT PRIVILEGES

REÇU DE STATIONNEMENT  
PARKING RECEIPT  
REÇU DE STATIONNEMENT  
PARKING RECEIPT

*Parking for  
HIEC Mtg.  
Edmonton  
\$35.00*

*Transportation to  
YYC airport for  
Westjet 662+368  
for TOH Go Live  
Meeting.*

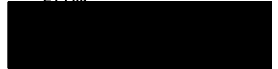
Checker Taxi  
316 Meridian Rd SE  
Calgary, AB  
T2A 1X2  
(403) 299-9999  
www.thecheckergroup.com

Jun 10, 19 09:14

Car#  
Driver#  
Driver Tax#  
Booking#



From:



2019-06-10 8:46:51 AM

To:

2019-06-10 9:13:22 AM

Flagfall	\$3.80
Fare	\$40.80
Extras	\$0.00
Flat Rate	\$0.00
Tip	\$5.00
Total + Tip	\$49.60
Subtotal	\$44.60
Tip	\$5.00
Card Charged	\$49.60
Tax	\$2.12

Approval

Card No  
Entry Mode  
Auth ID  
MID  
TID  
Mode  
AID  
TVR  
IAD

Issuer

Mastercard

Verified by PIN

2019-06-10 9:14:17 AM

Thank you for using Checker  
Taxi!

\*\*\*\*\*

**BLUE LINE TAXI**  
(613) 238 - 1111

TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID :  
DRIVER ID :



TRIP NUMBER: 6648  
PASSENGERS: 1

06/10/2019  
START: 18:24 END: 17:25

FARE AMOUNT: \$ 29.69

TIP AMOUNT: \$ 4.45

**TOTAL : \$ 34.14**

MASTER CARD SALE :



APPROVAL NUMBER :

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



*Transportation to accommodation for  
TOH Go Live Meeting.  
\$34.14*

**BLUE LINE TAXI**  
(613) 238 - 1111

TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID :  
DRIVER ID :



TRIP NUMBER: 1340  
PASSENGERS: 1

06/11/2019  
START: 06:44 END: 06:45

FARE AMOUNT: \$ 14.01

TIP AMOUNT: \$ 2.10

**TOTAL : \$ 16.11**

MASTER CARD SALE :



APPROVAL NUMBER :

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB



*Transportation to  
The Ottawa Hospital  
for the EPIC Go Live  
\$16.11*

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#45

**SALE**

Batch #: [REDACTED] REF#: [REDACTED]  
06/11/19 SEQ: [REDACTED] 215422  
APPR CODE: [REDACTED]  
MASTERCARD

AMOUNT \$41.30  
TIP \$6.20  
TOTAL \$47.50

00 - APPROVED - 001



THANK YOU

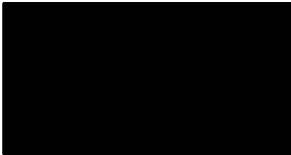
CUSTOMER COPY

*Transportation  
from YYC Westjet  
613 for the TOH  
EPIC GoLive  
\$47.50*



HAMPTON INN OTTAWA  
 100 COVENTRY ROAD  
 OTTAWA, ON K1K4S3  
 Canada  
 TELEPHONE 613-741-2300 • FAX 6137418689  
 Reservations  
 www.hamptoninn.com or 1 800 HAMPTON

RAE, PENELOPE



Room No: [REDACTED]  
 Arrival Date: 6/10/2019 6:29:00 PM  
 Departure Date: 6/11/2019 6:28:00 AM  
 Adult/Child: 1/0  
 Cashier ID: [REDACTED]  
 Room Rate: [REDACTED]  
 AL:  
 HH #  
 VAT # [REDACTED]  
 Folio No/Che [REDACTED]

Confirmation Number [REDACTED]

HAMPTON INN OTTAWA 6/24/2019 4:22:00 PM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
6/10/2019	GUEST ROOM	GAAP	3166028	\$139.00		
6/10/2019	HARMONIZED SALES TAX	GAAP	3166028	\$18.07		
6/10/2019	MUNICIPAL ACCOMMODATIONS TAX	GAAP	3166028	\$5.56		
6/10/2019	HST ON MAT	GAAP	3166028	\$0.72		
6/11/2019	MC [REDACTED]	GAAP	3166116		(\$163.35)	
**BALANCE**						\$0.00

	Revenue	Tax
Total Invoice Amount	\$139.00	\$24.35

CREDIT CARD DETAIL

APPR CODE	[REDACTED]	MERCHANT ID	82020510012
CARD NUMBER	[REDACTED]	EXP DATE	02/23
TRANSACTION ID	[REDACTED]	TRANS TYPE	Sale

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 388.91									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
5/27/2019	Same day to attend HIEC Meeting, 10025 Jasper Avenue, Edmonton	AB - Other Zones	Meals Per Diem	\$ 23.50				1				
5/27/2019	Round trip to Edmonton for the HIEC Meeting, 10025 Jasper Avenue, Edmonton		Mileage-Other	\$ 293.91	109 Quarry Park Blvd SE, Calgary	10025 Jasper Avenue, Edmonton		1			582	
6/10/2019	Overnight stay in Ottawa to attend The Ottawa Hospital EPIC Go Live all day meeting June 11 2019	AB - Other Zones	Meals Per Diem	\$ 37.00				1				
6/11/2019	Overnight stay in Ottawa to attend The Ottawa Hospital EPIC Go Live all day meeting June 11 2019	AB - Other Zones	Meals Per Diem	\$ 34.50				1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		27-Jun-19								

## Expense Report Direct Bill Summary

**Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for Public Disclosure reporting.

**Expenses Paid Directly to Third Party Vendors:**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

<b>Name :</b> Penelope Rae, CIO	<b>Reporting Period for the Month of :</b> May 21 - June 20, 2019
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-Jun-19	Direct Billing	Airline Ticket	Return flight to Ottawa for The Ottawa Hospital EPIC Go Live Meeting.	Vision Travel	\$887.17
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
<b>Total Paid in the Month</b>					<b>\$ 887.17</b>



A DIRECT TRAVEL<sup>SM</sup> COMPANY

Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## E-Ticket Receipt

Ticket Number [REDACTED]  
Invoice [REDACTED]  
Sales Person: Toni Beitz

Issuing Airline: WS  
Agency Ref.: [REDACTED]  
IATA Number: [REDACTED]

Issued: 31May19  
Customer Number: [REDACTED]  
Customer Ref.: N/A

Passenger(s): RAE/PENELOPE MRS

AIR - Monday, June 10 2019 (Flown)	
<b>WestJet Flight WS662 Economy Class - Seat Assigned at Check-in</b>	
Depart	Calgary, Alberta Calgary International Airport 10:30 AM Monday, June 10 2019
Arrive	Toronto, Ontario Pearson International Airport 04:14 PM Monday, June 10 2019
Duration:	3 hour(s) and 44 minute(s) Non-stop
Status:	Confirmed - WestJet Booking Reference: [REDACTED]
FF Number:	[REDACTED] RAE/PENELOPE MRS - please reconfirm at check-in
Online Check In:	Available 24 hours prior
Baggage Allowance:	0 Piece(s)
Remarks:	ARR TERMINAL3 PLEASE CHECK IN WITH WESTJET
Fare Basis:	SCND0ELS
Not Valid Before:	10Jun
Not Valid After:	10Jun

AIR - Monday, June 10 2019 (Flown)	
<b>WestJet Flight WS368 Economy Class - Seat Assigned at Check-in</b>	
Depart	Toronto, Ontario Pearson International Airport 05:00 PM Monday, June 10 2019
Arrive	Ottawa, Ontario Ottawa International Airport 06:00 PM Monday, June 10 2019
Duration:	1 hour(s) and 0 minute(s) Non-stop
Status:	Confirmed - WestJet Booking Reference: [REDACTED]
FF Number:	[REDACTED] RAE/PENELOPE MRS - please reconfirm at check-in
Online Check In:	Available 24 hours prior
Baggage Allowance:	0 Piece(s)
Remarks:	DEP TERMINAL3 PLEASE CHECK IN WITH WESTJET
Fare Basis:	SCND0ELS
Not Valid Before:	10Jun
Not Valid After:	10Jun



**AIR - Tuesday, June 11 2019 (Flown)****WestJet Flight WS613 Economy Class - Seat Assigned at Check-in**

<b>Depart</b>	Ottawa, Ontario Ottawa International Airport 07:00 PM Tuesday, June 11 2019	<b>Arrive</b>	Calgary, Alberta Calgary International Airport 09:23 PM Tuesday, June 11 2019
<b>Duration:</b>	4 hour(s) and 23 minute(s) Non-stop		
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]		
<b>FF Number:</b>	[REDACTED] RAE/PENELOPE MRS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH WESTJET		
<b>Fare Basis:</b>	NCNF5ELS		
<b>Not Valid Before:</b>	11Jun		
<b>Not Valid After:</b>	11Jun		

**Fare**

<b>Form of payment:</b>	Credit Card [REDACTED]
<b>Endorsements / restrictions:</b>	NONE
<b>Fare calculation:</b>	
<b>Fare:</b>	CAD 887.17
<b>Equivalent amount paid:</b>	

**Positive identification required for airport check in****Notice:**

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.